

# **Draft Presentation Framework on Summit Preparations for GEO EXCO meeting**

**WASHINGTON DC, USA**

**Cabinet approval was granted for DST to host the Summit**



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# 1. Invitations

## (a) Member countries

- 70 Invitations were prepared
- GEO Secretariat supplied 35 contact names and addresses
- 70 Invitations sent via diplomatic channel
- Enquiries have been received from Chile, Egypt, France, Israel, Japan and Sweden
- Confirmation received from Denmark and China.



## **(b) Participating Organizations**

- A list of 46 names of organizations was provided
- GEO Secretariat provided 20 contact names and addresses
- The secretariat was used to distribute the rest

## **(C) Southern African Development Community (SADC)**

- 13 Invitations have been sent to SADC ministers



## 2. Venues

- The EXCO Meeting on 27 Nov 2007, will take place at the Roof Terrace Room, ICC
- The Plenary will be held at the Auditorium 2 ICC 28-29 November
- The Ministerial Summit will take place at the Arabella Sheraton Ballroom on 30 November 2007
- 5 Offices have been secured for Secretariat, OPS Room, Press Room, and for Bilaterals



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# 3. Exhibitions

- The Secretariat invited members to participate in the exhibitions
- Venue will be at the ICC: Auditorium foyer and Roof Terrace room, and the Sheraton Hotel
- There will be electronic displays (plasma screens) and stalls & tables



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# 4. Logistics

- For the Summit registration for ministers and all other delegates will be done by the SA National Intelligence Agency
- For the EXCO and Plenary the GEO Secretariat will register all delegates on-line
- Information will be posted on the GEO website regarding accommodation; taxis/busses; weather; visa requirement; currency; tourism, yellow fever cert, etc
- Telephone numbers of support personnel will be provided to assist in distress or for emergency.



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# Logistics Continued

- DST Officers will be deployed at the Cape Town Airport, in both the international and domestic arrivals halls;
- A desk may also be set up at the OR Tambo Airport (Joburg), both at international and domestic terminals
- A special VIP facility for Ministers will be provided at the Cape Town and OR Tambo (Jhb) International Airports



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**Roof Terrace Room for EXCO 27/11/07, sits  
up to 200 delegates classroom style.  
Refreshments at the foyer**



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**Auditorium 2 for Plenary 28-29 November. Sits up to 600 without tables and 320 with tables**



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**Entrance to the auditorium (foyer/Strelitzia Conservatory) to be used for exhibitions and refreshments**

**Dimensions: 285m<sup>2</sup> = 19x 15 (height +17m)**



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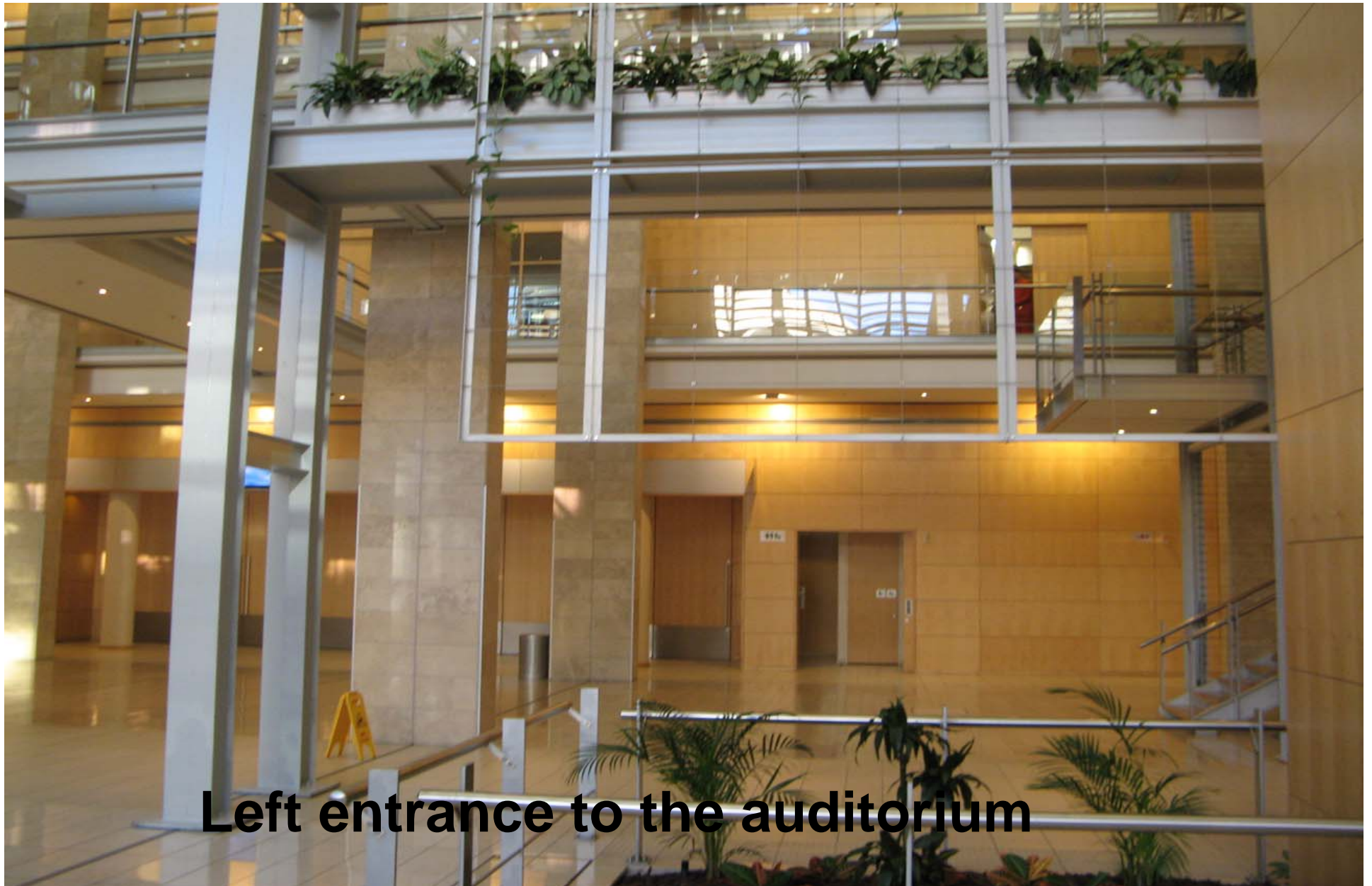


## **Strelitzia Conservatory (outside auditorium) for exhibitions and refreshments**



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**Left entrance to the auditorium**



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**Strelitzia Conservatory and  
Strelitzia Restaurant, dimensions:  $315\text{m}^2 = 21 \times 15$  (height 4.3m)**



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**Strelitzia Restaurant**



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**Strelitzia Conservatory view from the top**



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**Strelitzia view from the top**



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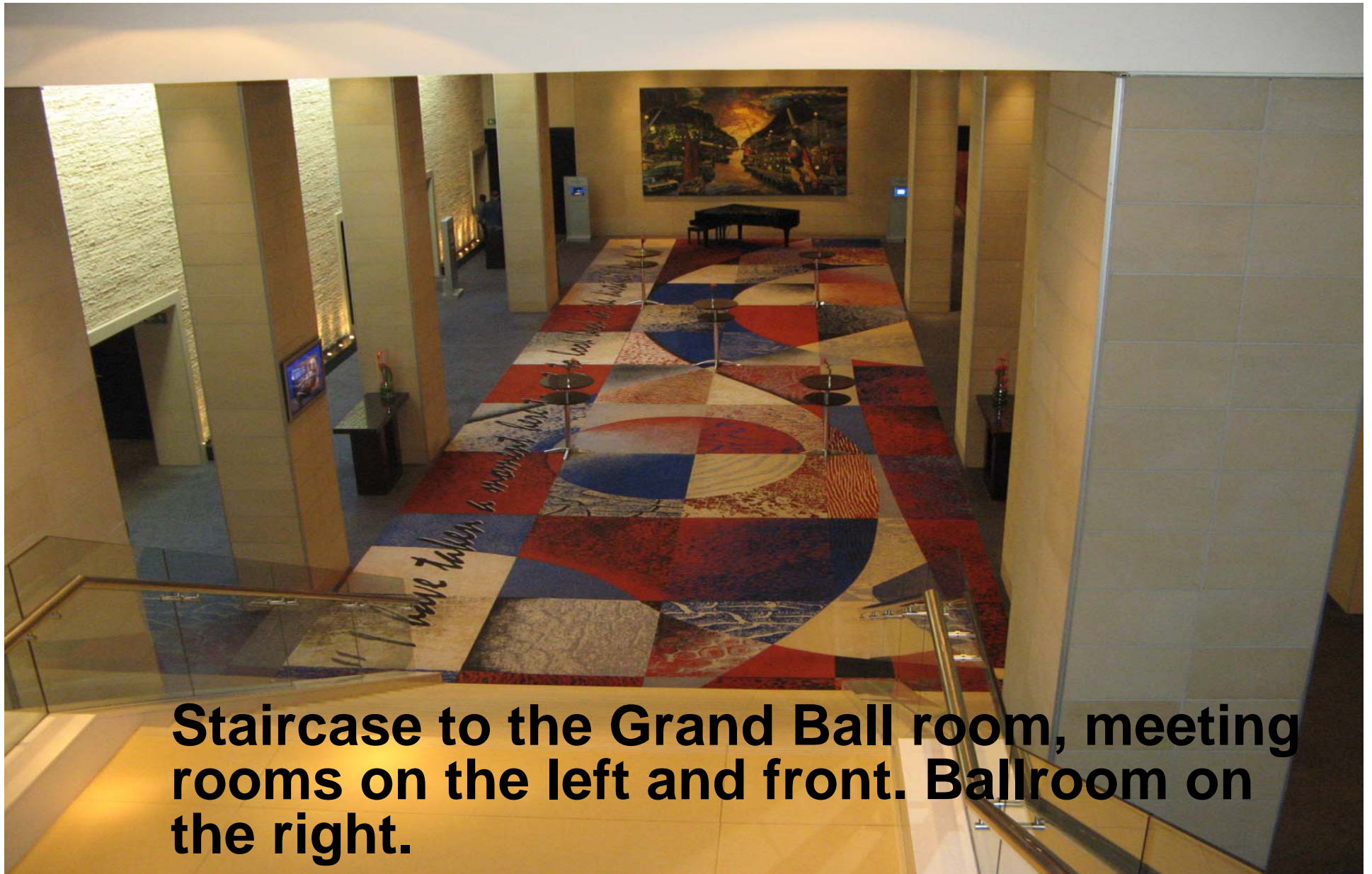


# The Arabella Sheraton Hotel



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**Staircase to the Grand Ball room, meeting rooms on the left and front. Ballroom on the right.**



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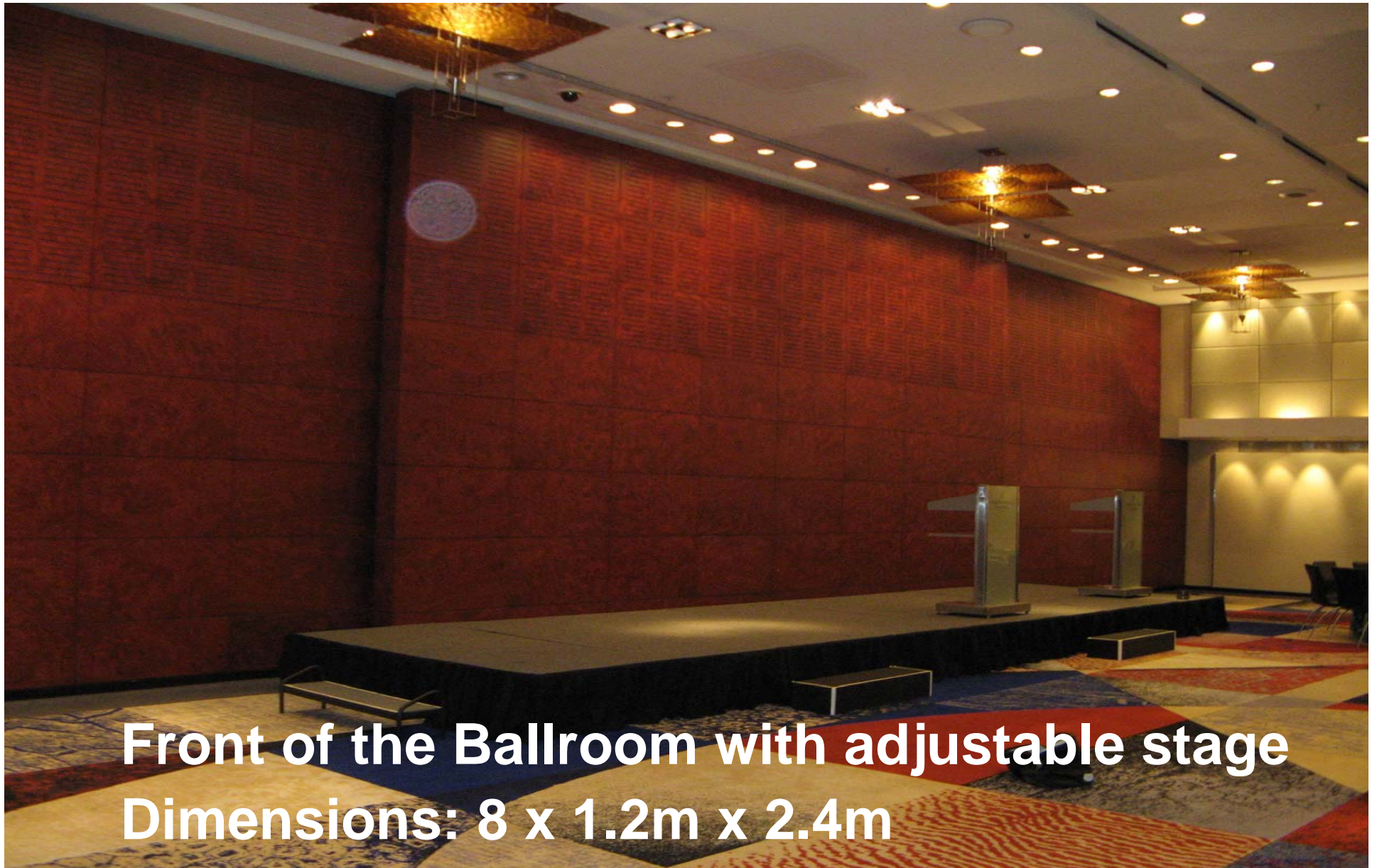
**The Grand Ballroom, venue for Ministerial Summit 30 November 2007, sits up to 420 classroom style**

**Dimensions: 21m x 26m = 584 m<sup>2</sup>**



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**Front of the Ballroom with adjustable stage**  
**Dimensions: 8 x 1.2m x 2.4m**



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